



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1740.5A  
SJA

JUL 10 2014

COMBAT CENTER ORDER 1740.5A

From: Commanding General  
To: Distribution List

Subj: FUNDRAISING

Ref: (a) CCO 5760.1D W/Ch 1  
(b) CCO 1710.40 W/Ch 1  
(c) CCO 1740.1E  
(d) 5 C.F.R. Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations  
(e) SECNAVINST 5340.7  
(f) DoD Directive 5500.7-R, "Joint Ethics Regulation," August 30, 1993

Encl: (1) Request to Conduct Fundraising Event at MAGTFTC, MCAGCC

1. Situation. No person may raise funds on a military installation as a matter of right. The Combat Center is a lucrative market for persons seeking to raise funds for non-federal entities. Private organizations are, when authorized to operate on an installation, expected to be financially self-supporting. Certain fundraising activities may be beneficial for the Combat Center community and offer useful goods and services. Appropriate requests from private organizations authorized to operate aboard the Combat Center in accordance with reference (a) may be approved. Requests from organizations outside the Combat Center will be disapproved.

2. Cancellation. CCO 1740.5.

3. Mission. To provide policy for the authorization of fundraising activities by non-federal entities on board the Combat Center.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is for the internal management of the Combat Center and does not create any right or benefit, substantive or procedural, enforceable by any party against the United States, its agencies or instrumentalities, its officers or employees, or any person. This Order creates no benefits, entitlements, or rights.

(2) Concept of Operations

(a) Applicability. This Order applies to Birthday Ball fundraising, which is further governed by reference (b), and those

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

JUL 10 2014

fundraising activities deemed permissible in the following paragraph. This Order does not apply to commercial solicitation, which is governed by reference (c). This Order does not apply to the Combined Federal Campaign (CFC), which is governed by reference (d). This Order does not apply to the Navy Marine Corps Relief Society, which is governed by reference (e).

(b) Permissible Acts. The following acts are typical of those which will be permissible once approved by the necessary offices:

1. Door-to-door sales of cookies and candy are a popular means of raising funds among local youth activity organizations and private organizations such as scouts, school clubs, and church groups. Such solicitation activities are authorized once approved by the necessary officials, providing the following conditions are satisfied:

a. That the organization sponsoring the sale is nonprofit in nature, service oriented, and aiding the cause the fundraiser is purporting to support.

b. That the salespersons are active duty military personnel or civilian personnel assigned to or employed by the Combat Center, or their families residing in Combat Center family housing.

c. That the product sold is less than \$25.00 per unit of sale.

d. That all solicitation of this nature is limited to family housing areas.

e. All salespersons must be 19 years old or younger.

2. Bake sales, bazaars, and other similar fundraising events.

3. Posting sign-up sheets for fundraising in common areas such as coffee messes is permissible so long as the officer-in-charge of that location concurs and the organization sponsoring the fundraising is not affiliated with the CFC, per § 3-211.b of reference (f).

4. Sales in areas open to the public (Marine Corps Exchange, Commissary, etc.) are permissible so long as the director or officer-in-charge of that location concurs.

5. Per § 3-208 of reference (f), the public affairs officer may use official channels to notify the Combat Center community of fundraising events if they are, in his or her judgment, newsworthy and if that location concurs.

(c) Prohibited Acts. The following acts are prohibited:

1. Persons raising funds shall not address or attend meetings, classes, mass formations, or any other assembly of military personnel. It is immaterial that such assembly is for some other purpose or that the person's appearance is incidental.

JUL 10 2014

2. Persons raising funds shall not enter any storeroom, squad bay, barracks, dining facility, recreation room, or sleeping quarters.

3. Persons raising funds shall not canvass, solicit, or advertise by means other than Internet web sites, word of mouth, telephone, the U.S. Postal Service, or advertising in local newspapers. Specifically, prohibited canvassing includes door-to-door or sidewalk soliciting, unless among the groups listed under section 4a(2)(b)1 of this Order, and distributing or posting fliers on automobiles, mailboxes, telephone poles, street signs, in public areas, or at living quarters.

4. Raising funds without an identification (ID) card in one's possession. The ID card shall be presented upon request of a patron, military police personnel, or any duty personnel in the performance of their duties. Children under 10 years old shall be accompanied by a parent or guardian, and such parent or guardian will provide an ID card upon request.

5. The offering of unfair, improper, or deceptive inducements to purchase or trade.

6. Any oral or written representation which suggests or implies that the U.S., the Department of Defense, the U.S. Marine Corps, or the Combat Center sponsors or endorses an entity, its agents, or the goods, services, and commodities which it sells.

7. The use of any facility on the Combat Center, including family housing units, as a showroom or store for sale of goods or services. This restriction does not preclude the home party type demonstration and ordering session (such as a Tupperware party).

8. Persons raising funds are prohibited from securing, or attempting to secure, a roster-type listing of Combat Center personnel for the purpose of fundraising.

9. No person may supply or provide a solicitor with roster listings of Combat Center personnel. Any request for such roster listings should immediately be forwarded to the Freedom of Information Act Coordinator, Combat Center Adjutant.

10. Gambling (including raffles).

11. Advertising by email sent to or from government computers.

12. Conducting or allowing fundraising activities in the workplace when the sponsoring organization is affiliated with the CFC, per § 3-211.b of reference (f).

b. Subordinate Element Tasks

(1) Staff Judge Advocate (SJA)

(a) The SJA will grant or deny requests to raise funds aboard the Combat Center in accordance with § 3-211.a of reference (f).

JUL 10 2014

(b) SJA will maintain all original authorization forms on site for one year before disposal in accordance with the Department of the Navy Records Management Program. A copy of the final approval will be provided to the person or organization representative requesting fundraising authorization.

(2) Naval Hospital Twentynine Palms (NHTP). The Naval Hospital Preventative Medicine Department will recommend to the Office of the SJA approval or denial of all requests. NHTP is responsible for ensuring proper food handling procedures will be observed at events that include the sale of food involving cooking or handling of food.

(3) Marine Corps Community Services (MCCS). MCCS will recommend to the Office of the SJA approval or denial of all fundraising requests based on whether or not the event will compete with MCCS business.

(4) Provost Marshal's Office (PMO). PMO will recommend to the Office of the SJA approval or denial of all requests based upon whether the proposed fundraising activity may reasonably be expected to draw more than five people or cars at any one time over and above the persons who would ordinarily be present at that location. Per § 3-211.b of reference (f), fundraising activities must not interfere with the performance of official duties nor detract from readiness.

(5) Natural Resources and Environmental Affairs (NREA). NREA will approve or deny all proposed fundraising activities based upon whether they may result in release or discharge of potentially harmful elements into the environment or would implicate environmental concerns or regulations.

(6) Assistant Chief of Staff (AC/S) G-4 or Supervisor of Requested Location. The AC/S G-4 or Supervisor of the facility where the requestor is asking to hold the fundraiser will recommend to the Office of the SJA approval or denial of the proposed activity based on the availability of the facility, and the impact that the fundraiser will have on its official function.

c. Coordinating Instructions

(1) Any person or group seeking to raise funds will complete and submit enclosure (1) to the Office of the SJA only after all entities named above have completed their recommendations, and no later than two weeks prior to the proposed event. Fundraising activities shall not commence until the person or group has obtained approval from the Office of the SJA.

(2) The enclosure is CC 1740/1 Request to Conduct Fundraising Event at MAGTFTC, MCAGCC and can be obtained from the Naval Forms Online web site at <http://navalforms.daps.dla.mil>.

5. Administration and Logistics. Distribution Statement A directives issued by the Commanding General is distributed via e-mail upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx>.

JUL 10 2014

6. Command and Signal

a. Command. This Order is applicable to active duty, reserve, civilian personnel, family members, and authorized private organizations or personnel seeking to conduct fundraising activities aboard Combat Center.

b. Signal. This Order is effective the date signed.

  
J. B. HANLON  
Chief of Staff

**REQUEST TO CONDUCT FUNDRAISING EVENT AT MAGTFTC, MCGCC** JUL 10 2014

Date of Final Action \_\_\_\_\_

**Part 1 - REQUEST TO CONDUCT FUNDRAISING**

1. Sponsoring Organization

2. Purpose of Fundraiser

3. Type of Fundraising Event

4. Location of Fundraiser

5. Date(s) of Fundraiser

6. Time(s) of Fundraiser

7. Requester's Name

8. Requester's Signature

Date

**Part 2 - Organization Recommendations**

9. Officer in Charge, Preventative Medicine, Naval Hospital

a. Recommendation  Approve  Deny

Reason for Denial:

b. Name

c. Signature

10. Assistant Chief of Staff MCCA

a. Recommendation  Approve  Deny

Reason for Denial:

b. Name

c. Signature

11. Officer in Charge, Provost Marshal

a. Recommendation  Approve  Deny

Reason For Denial:

b. Name

c. Signature

12. Director REA

a. Recommendation  Approve  Deny

Reason for Denial:

b. Name

c. Signature

13. Assistant Chief of Staff G-4 or Supervisor of Requested Action

a. Recommendation  Approve  Deny

Reason for Denial:

a. Name

b. Signature

**Part 3 - Final Action by Staff Judge Advocate**

14. Response to request:  a. Approved  b. Disapproved

c. Reason for Denial

15. Name and Title

16. Signature